

**Tempe Fire Department Policies and Procedures**  
**Stand-By Duty**  
**305.06**  
**Rev 11-10-05**

**PURPOSE**

To establish a policy regarding scheduling of fire inspectors and trading of on-call shifts and stand-by pay.

**SCOPE**

The Tempe Fire Department is committed to the development and maintenance of an effective and efficient fire investigation capability. Stand-by compensation is intended to guarantee that appropriately trained fire inspectors will respond to an incident when called within a certain, prescribed time frame.

**PROCEDURE**

Rotation

Stand-by duty will be assigned in a three day rotation, unless pre-approved by the Fire Marshal. The rotation will run from 0800 hours the first day until 0800 hours of the third day. It is the fire inspector's responsibility to be familiar with the rotation schedule and to plan personal activities accordingly.

Scheduling

The on-call/stand-by duty schedule for fire inspectors involved in the stand-by duty rotation shall be prepared, published and distributed to all appropriate personnel by December 15<sup>th</sup> of each calendar year.

Leave/Management Leave

Fire inspectors shall consult the stand-by duty schedule prior to requesting leave. Should an inspector require leave during a stand-by duty week, the inspector shall be responsible for providing a replacement from one of the other eligible inspectors for stand-by duty. Should another inspector not be available the request for leave will be denied.

An inspector requesting leave while on stand-by duty will require approval from the Fire Marshal or Fire Chief. If they are not available the Duty Chief may authorize leave.

Eligibility/Pay Rate

Only non-exempt employees are eligible for stand-by duty and shall be compensated at the City of Tempe stand-by rate. Stand-by compensation will not be paid in conjunction with any other type of compensation (regular pay rate, shift pay, overtime, callback, etc.).

Stand-by compensation ceases when an investigator receives a call for service and resumes when the call for service is completed or when the one or two hour callback pay minimums expire if the service call is completed in less than one or two hours.

Notification

While on stand-by duty, the inspector must be fit for work, accessible by phone or any other communication device provided by the department. The inspector must be able to respond to any call out and arrive at any scene

within 30 minutes of notification.

#### Miscellaneous

- The inspector that is on-call, working in the rotation of the stand-by duty shall be available for night inspections and any special event that may occur during a shift.
- The fire inspector on stand-by duty shall maintain the investigations vehicle at his/her residence for after hour responses. This will enable the inspector to respond to incidents in a timely manner.